

CONTRACT FOR PROFESSIONAL SERVICES

by and between

CITY OF HARTFORD
and
Community Renewal Team

for

Homeless Shelter

This Agreement is by and between the **City of Hartford**, a Connecticut Municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **Community Renewal Team** whose address is **555 Windsor St. Hartford, CT 06120** acting herein by **Lena Rodriguez, its President & CEO**, duly authorized, hereinafter referred to as the **Provider**.

1. SCOPE OF SERVICES

The City hereby engages Provider to provide specific deliverables to the operation of the City of Hartford Homeless Shelter at Days Inn on an as-needed basis as set forth in the scope of services referenced as **Exhibit A** attached hereto ("**Services**"), subject to the terms and conditions in this Agreement.

2. TERM

The term of this Agreement shall be July 1, 2021 through and including June 30, 2022. The City has the option to extend this contract for (3) additional (1) year terms in the City's sole and absolute discretion.

3. COMPENSATION

For Services rendered by Provider as detailed in Exhibit A of this Agreement, Provider shall be paid according to the rates set forth in **Exhibit B** ("**Compensation**").

The City's obligation to make any payments for any Services rendered hereunder is expressly contingent upon the Provider having satisfactorily performed the same and provided the deliverable for which Provider seeks payment. In the event that the City reasonably determines that the Provider's work is not satisfactory, or if the City reasonably believes the Provider otherwise has breached any of its obligations under this Agreement, the City may take corrective action, including, but not limited to, the following:

- (i) Delay of payment;

- (ii) Adjustment of payment commensurate with performance; and/or
- (iii) Suspension or termination of this Agreement.

Payment will be made by the City for any Services provided hereunder within thirty (30) days of its receipt of the Provider's invoice therefore in accordance with this Section. The agency's Fiscal Officer and Executive Director must sign the Request for Reimbursement form. Payment cannot be made from photocopies or faxes.

4. MANAGEMENT

The Director of Health and Human Services or his/her designee will manage this Agreement for the City. The City will manage the Services detailed in Exhibit A (herein collectively referred to as the “Project” or the “Program”) and shall work closely with the Provider in all aspects of the Services agreed to. Each shall follow reasonable suggestions of the other to improve outcomes.

5. RELATIONSHIP BETWEEN THE PARTIES

It is mutually agreed that the Provider, including its employee(s), is an independent contractor and not an officer, employee or agent of the City, and that this Agreement is a contract for services and not a contract of employment, and that, as such, the Provider and its employee(s) shall not be entitled to any employment benefits of the City such as, but not limited to: vacation, sick leave, insurance, workers’ compensation, pension and retirement benefits. All personnel matters affecting Provider’s staff will be the responsibility of the Provider.

The Provider agrees that, except as otherwise provided herein, all non-expendable property purchased under this Agreement is understood to be and remain the property of the City and shall be tagged and tracked as property of the City. At the end of this Agreement or any renewal or extension thereof, such property shall be returned to the City or otherwise disposed of. As used herein the term “non-expendable” property shall mean any and all personality or fixtures which will not be consumed or lose its identity, and which is expected to have a useful life of one (1) year or more.

6. HOLD HARMLESS AGREEMENT

The Provider, its agents and assigns shall indemnify and hold harmless the City, including but not limited to, its elected officials, officers, and agents, (“collectively, “the City Indemnitees”) from any and all claims made against the City Indemnitees, including but not limited to, damages, awards, costs and reasonable attorneys’ fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on behalf of the Provider here under or under any other agreements of the Provider

entered into by reason thereof. The City agrees to give the Provider prompt notice of any such claim and absent a conflict of interest, an opportunity to control of the defense thereof. The foregoing indemnity shall survive the termination or expiration of this Agreement.

7. **INSURANCE**

The Provider shall furnish the following insurance coverage, if applicable, prior to commencing any Services hereunder. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, VIII or better. Insurance coverage shall remain in full force for the duration of the Agreement term including any and all extensions or renewals thereof. Each insurance certificate shall contain a (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

- 7.1 **Commercial General Liability Insurance, including Contractual Liability Insurance, Products-Completed Operations,** with limits not less than \$2,000,000.00 Combined Single Limit Bodily Injury and Property Damage. All, if any, deductibles are the sole responsibility of the selected Provider to pay and/or indemnify.
- 7.2 **Workers' Compensation Insurance** in accordance with Connecticut General Statutes.
- 7.3 **Employer's Liability:**
\$1,000,000 bodily injury for each accident;
\$1,000,000 bodily injury by disease for each employee;
\$1,000,000 bodily injury by disease aggregate
- 7.4 **Automobile Liability Insurance:**
\$1,000,000 Combined Single Limit Bodily Injury and Property Damage.
- 7.5 **Inland Marine:** covering the City of Hartford Department of Health and Human Services from all causes of loss during transportation (motor truck cargo or trip transit) up to and including storage (basic causes of loss form). n/a
- 7.6 **Fidelity Bond:** Shall be maintained in an amount no less than the total amount of the contract for the duration of the contract including any renewal or extension thereof. n/a
- 7.7 **The City of Hartford:** Shall be named Loss payee under the Inland Marine Policy(ies) noted in 7.5 above. n/a
- 7.8 **Professional Liability:** issued on a claims made basis with a \$1,000,000 Single Limit for the Term and for two years thereafter.

- 7.9 **The City of Hartford is included as an Additional Insured, AIIMA.**
Under the Commercial General Liability Automobile Liability and Employer's Liability Insurance Policies.

THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE ACORD INSURANCE CERTIFICATE.

The City of Hartford is included as an additional insured, AIIMA

- 7.10 Each insurance coverage named above shall provide not less than a thirty (30) day notice of cancellation to the City. All policies shall be on the occurrence form. Any and all exceptions shall be reviewed by the City's Risk Manager.
- 7.11 It is further agreed that the amount of insurance required herein does not, in any way, limit the liability of the Provider by virtue of its promise to hold City harmless so that in the event that any claims result in a settlement or judgment in any amount above the limits set in Paragraph 7.1 herein, the Provider shall be liable to, or for the benefit of, the City for the excess.
- 7.12 Insurance requirements and coverage may be reviewed from time to time during the Term and all extensions and renewals hereof. The Provider agrees to comply with any and all reasonable insurance requirements or modifications made by the City's Risk Manager.
- 7.13 Cancellation or other termination of insurance policies required by this Agreement without immediate replacement thereof may be considered a default of the terms and conditions of this Agreement. The Provider agrees that such default may be cured by procurement of insurance on behalf of Provider, at the Provider's expense, at City's option.
- 7.14 Provider shall be responsible for all deductibles including payment and indemnity to the City.

8. SAFEGUARDING OF FUNDS

In the event that the City provides the Provider with a cash advance or makes a lump sum payment, the Provider shall deposit all project funds in a Hartford financial institution with adequate FDIC or FSLIC coverage, and the balance exceeding the FDIC coverage shall be secure. Such security shall be satisfactory to the City. Consistent with the goal of expanding opportunities for minority business enterprise, the Provider is encouraged to use minority banks where possible.

9. PUBLIC RELATIONS

All publicity efforts, including without limitation posters, invitations to events, publications, brochures and news releases, shall contain the following statement, as applicable:

This Program is funded by the City of Hartford; *or*

This Program is funded in part by the City of Hartford.

10. CONFLICT OF INTEREST

The City and the Provider hereby agree that no member of the governing body of the City, or its designees or agents, and no other City official, either paid or unpaid, or employee, who exercises any function or responsibility with respect to this Program during the individual's tenure or thereafter, shall have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with the Program assisted under this Agreement. The Provider shall cause to be incorporated in all subcontracts a provision prohibiting such interest pursuant to the provisions of this section.

11. EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Agreement:

- 11.1.1 If default shall be made by the Provider, its successors or assigns, in the performance or observance of any of the covenants, conditions or agreements on the part of the Provider set forth in this Agreement; or
- 11.1.2 If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Provider's performance of this Agreement; or
- 11.1.3 If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Provider bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Provider under the federal bankruptcy laws, or any other similar applicable federal or state law; or

11.1.4 If any competent authority shall have determined that the Provider is in default of any federal, state or local tax obligation.

11.1.5 Pursuant to a Resolution passed by the Court of Common Council on September 13, 1982, default on the part of any outstanding debt owed to the City by the Provider shall be considered just cause for termination of this Agreement. Default shall be considered to have occurred when a monthly payment required by a repayment agreement is thirty (30) or more days late.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, the City may elect to pursue any one or more of the following remedies, in any combination or sequence:

11.2.1 Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

11.2.2 Suspend Program operation;

11.2.3 Require the Provider to correct or cure such default to the satisfaction of the City; and

11.2.4 Terminate this Agreement for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or stop the City from pursuing any other remedy and shall not constitute a waiver by the City of any other right or remedy.

12. TERMINATION OF AGREEMENT

12.1 Termination

"Termination," for purposes of this Agreement, shall mean the cessation, upon the effective date of termination, of the following obligations only: The Provider's obligation to perform the Services described in Exhibit A, and the City's obligation, as described in Section 3, Compensation of this Agreement to pay for such Services.

12.2 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, the City may terminate this Agreement by giving five (5) days' written notice thereof to the Provider.

12.3 Termination for Program Change

In the event the Program shall be terminated or significantly changed, the City may terminate this Agreement on thirty (30) days' written notice thereof to the Provider.

12.4 Termination for Non-availability of Funds

In the event the City shall not have funds available for this Program, the City may terminate this Agreement on thirty (30) days' written notice thereof to the Provider.

12.5 Termination for Convenience

The City may terminate this Agreement at any time by giving thirty days (30) prior written notice thereof to the Provider.

12.6 Payment upon Termination

In the event this Agreement is terminated as herein provided in 12.3 through 12.5 above, the City shall make full payment to the Provider for all services performed up to and including the date of termination within ten (10) days of such date of termination.

13. AMENDMENTS

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives. The Provider's duly authorized representative shall be **Lena Rodriguez, its President & CEO, or his successor**, and the City's duly authorized representative shall be **Luke A. Bronin, its Mayor**.

The City and the Provider may require changes in the Scope of Services to be performed hereunder. Such changes which are mutually agreed upon by and between the City and the Provider shall be incorporated in written amendments to this Agreement.

14. DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS

In no event shall anything in this Agreement be deemed to confer upon any person or entity agency status or third party beneficiary rights against the City.

15. ESTABLISHMENT AND MAINTENANCE OF RECORDS

The Provider agrees to establish and maintain fiscal control and accounting procedures, which assure proper accounting for all funds paid by the City to the Provider under this Agreement. The Provider agrees that all records with respect to all matters covered by this Agreement shall be maintained during the term of this Agreement, and for one full year following termination, including any renewal or extension.

16. AUDITS

At any time during normal business hours, with reasonable notice (not less than seven business days) and as often as may be deemed necessary by the City, the Provider shall make available to the City, for examination, all records with respect to all matters covered by this Agreement.

17. REPORTS AND INFORMATION

The Provider shall furnish the City with such information and reports concerning the progress and management of this project as may be required from time to time. The form of said reports shall be determined by the City and agreeable to the Provider and consistent with the City's requirements.

Monthly reports must be submitted in duplicate by the **fifteenth working day** of the month following the report period and **must include**: copies of payroll registers, canceled checks and other back-up documentation deemed necessary to support reimbursement of expenditures. Any subcontract program agreements must be submitted which detail agencies or individuals providing services under this contract, prior to execution.

The Provider will agree to comply with any reporting, auditing, documentation, invoicing or additional requirements imposed by the City or by the Director of Management & Budget.

The Provider agrees to set up a separate account to administer the funds provided pursuant to this agreement and to provide the City with a detailed description of all fund expenditures on a monthly basis. This expenditure report must include payroll rosters to substantiate personnel expenses and program participant numbers. The City may audit at will all Provider accounts related to this agreement and/or any of its amendments.

The Provider agrees to report any staff reductions, replacements and terminations to the City in writing within ten (10) days of the occurrence.

18. NON-ASSIGNABILITY

The Provider shall not assign or transfer any interest in this Agreement without prior written consent of the City.

19. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

20. CUMULATIVE REMEDIES

All rights exercisable by and remedies of the City hereunder shall be cumulative and the exercise or beginning of the exercise by the City of any of its rights or remedies hereunder shall not preclude the City from exercising any other right or remedy granted hereunder or permitted by law.

21. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws and relevant ordinances and regulations of the State of Connecticut and the City of Hartford.

22. SUBCONTRACTORS

Portions of the Services may be subcontracted, provided that:

- 22.1 The City shall give prior approval to such subcontract in writing.
- 22.2 All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontracts(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof.
- 22.3 The City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

23. GENDER/NUMBER/TITLE

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

24. NOTICES

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this agreement, shall be deemed properly given if hand delivered or sent by United States registered or certified mail, postage prepaid, at the following addresses:

As to the City:

**Luke A Bronin, Its Mayor
City of Hartford
550 Main Street
Hartford, CT 06103**

As to the Provider:

**Lena Rodriguez, Its President & CEO
Community Renewal Team
555 Windsor Street
Hartford, CT 06120**

**Liany Arroyo, Director
Department of Health & Human Services
131 Coventry Street
Hartford, CT 06112**

Neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

25. SUCCESSORS

This Agreement, to the extent permitted herein, shall inure to the benefit of and be binding upon the parties hereto and any and all successors and assigns.

26. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

The Provider agrees to abide by the provisions of Section 2-692 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Number 3 and 17 of the State of Connecticut; and Presidential Executive Orders Number 11246, 11375 and 11063. In carrying out this Program, the Provider shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

The Provider shall take affirmative action to ensure that applicants with job related qualifications are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. The Provider shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government, setting forth the provisions of the non-discrimination clause.

The Provider shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. The Provider shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement. The Provider agrees to abide by the terms and conditions contained in the City of Hartford's *Equal Employment Opportunity Questionnaire for Vendors and Contractors*.

27. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

The Provider agrees to abide by the provisions of the Americans with Disabilities Act (ADA) of 1990; Public Law 101-336, as applicable. (the “Act”)

In compliance with this law, the Provider shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of the Provider, or be subjected to discrimination by the Provider. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by the Provider.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. The Provider shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by this Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this Act.

The Provider shall not permit coercion, intimidation, threatening, or interfere with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by this Act.

28. TAXPAYER IDENTIFICATION NUMBER

The Internal Revenue Service Form W-9, *Request for Taxpayer Identification Number and Certification* as submitted by the Provider, is hereby made a part of this Agreement and is incorporated herein by reference. It is understood and agreed that the City shall use the number as listed on the IRS Form W-9 to report any and all compensation paid to the Provider under this Agreement. It is further

understood and agreed that the City shall not be liable for inaccurate information contained on said IRS Form W-9.

29. NON-WAIVER

Any failure by the City or the Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Agreement and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

30. DELINQUENCY IN OBLIGATIONS

The Provider hereby agrees that throughout the period of this Agreement, all taxes, contractual obligations and audit responsibilities owed to the City shall be and remain current.

31. CONDITIONS

The Provider hereby agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and City of Hartford, including, but not limited to the following:

- (1) Civil Rights Act of 1964, as amended
- (2) Civil Rights Act of 1991, as amended
- (3) Federal Labor Standards (29 CFR Parts 3, 5, and 5a)
- (4) Architectural Barriers Act of 1969 (42 USC 4151)
- (5) Section 504 of the Rehabilitation Act of 1973
- (6) Hatch Act (Title 5 USC Chapter 15)
- (7) Living Wage Ordinance of the City of Hartford (Section 2-761 et seq of the Municipal Code of the City of Hartford)

32. ENTIRE AGREEMENT

This Agreement and its Exhibits attached hereto, contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter, hereof.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this _____ day of _____, 2021.

PROVIDER

By: _____ / /
Lena Rodriguez Date
Its President & CEO

CITY OF HARTFORD

By: _____ / /
Luke A. Bronin Date
Its Mayor

CITY OF HARTFORD

By: _____ / /
Liany E. Arroyo Date
Its Director of Health and Human Services

APPROVALS:

As to Form and Legality:

By: _____ / /
Howard G. Rifkin Date
Its Corporation Counsel

EXHIBIT A – Detailed Scope of Services

1. SCOPE OF SERVICES

- 1.1. [CRT to update with provider Scope of Work]

2. DATA MANAGEMENT AND REPORTING REQUIREMENTS

- 2.1. Provider will adhere to and comply with the City of Hartford's data use agreement. Provider will collect and handle all data with confidentiality. Any data collected will be reported in the aggregate, and no individual data is to be shared.

3. PERSONNEL

- 3.1. Provider will recruit and hire culturally and linguistically sensitive staff. Provider will screen and train all paid Staff and volunteers to insure they comply with agency and state regulations regarding confidentiality and security.

4. TARGET POPULATION

- 4.1. Services to compromised groups and individuals is recommended. Priority should be given to those residing in the City of Hartford.
- 4.2. In addition, Provider must address service gaps for all special populations (Lesbian, Gay, Bisexual, Trans, Questioning (LGBTQ), Black and Hispanic individuals, and individuals presumed homeless).

EXHIBIT B – Compensation

1. COMPENSATION

- 1.1. Total compensation under this Firm-Fixed Fee for Service Agreement shall not exceed **Eight Hundred and Sixty-Five Thousand, One Hundred-Twenty Seven Dollars (\$865,127)** in accordance with the Budget, which could be partially or 100% Grant funded. The City of Hartford is not obligated to fund partially or 100% Grant funded programs upon termination of present program funding.
- 1.2. The Provider must not commingle the City of Hartford General and Grant Fund(s) with other General or Grant Fund(s) and may not reallocate them to other line items in other programs, nor within the same program or grant without an authorized Budget Revision. The Budget Revision request timeline is at least thirty (30) days to the end of the period. Budget Line Items may be adjusted within a Budget Variance of 10%.
- 1.3. Compensation will be payable within thirty (30) days of Provider's submission of each monthly invoice that reflects those deliverables completed during the prior month. Expenditure reports are submitted to the City's Health and Human Services Department not later than ten (10) business days following the close of the month.
- 1.4. Invoices shall be accompanied by the following to initiate proper payment. A cover letter on company letterhead requesting payment. The cover letter should include but not be limited to:
 - a. A reference number;
 - b. The date;
 - c. The amount requested;
 - d. The deliverable for which payment is requested;
 - e. A brief summary of service (s) provided; and
 - f. Signature
- 1.5. Documentation of expenses is required by the Managing Authority. Backup documentation should include but not be limited to:
 - a. Summary of expenses (usually a spreadsheet with line item details);
 - b. Payroll and fringe benefits backup documentation;
 - c. Receipts and all other proofs of payments;
 - d. A copy of the general ledger showing both current month & contract-to-date activities related to scope;
 - e. For charges allocated across multiple grants and/or funding sources, provide documentation on how these indirect charges are allocated each month; and

- f. Details showing type & amount of expenditures (e.g.: management salaries, fringe, allocated office expenses, etc.) and the basis for allocating to the grant.
- 1.6. Provider agrees to serve as the Fiduciary Agent for this agreement. As such, the Provider agrees to establish and maintain accounting and record keeping procedures and issue such reports as may be required by the City.
- 1.7. Should your agency, at any time during the contract period, be audited by any branch of the federal or state government and be made to reimburse said branch, your agency will be solely responsible for covering the reimbursed amount, under no circumstances can project funds be used for reimbursement.

Please submit documents directly to The City of Hartford, Department of Health and Human Services, Finance Division. All documents regarding payments (i.e., Invoices, Etc.) that arise from Contracts, Purchase Orders, or Pre-Approval for products or services of any kind with the Department of Health and Human Services, should preferably be emailed to APinvoices.HHS@hartford.gov or physically sent to:

THE CITY OF HARTFORD
DEPARTMENT OF HEALTH AND HUMAN SERVICES
FINANCE UNIT, ACCOUNTS PAYABLE
131 COVENTRY STREET, 1st FLOOR, SUITE 1013
HARTFORD, CT 06112-1548